



FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.2 SCENE EXAMINATION

Evaluation Sheet: 4.2.1

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.2.1 NFPA 1033, 2003 Edition | | TASK: Secure the fire ground—given marking devices, sufficient personnel, and special tools and equipment—so that unauthorized persons can recognize the perimeters of the investigative scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction. | | | |
|--|---|---|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will secure the general origin area to protect evidence and restrict access. | | | | | |
| CONDITIONS: Given a fire scene, ribbon or rope, information signs, tape, stapler, and an assistant. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Locate general origin area and items of potential evidence | | | | |
| 2. | Place ribbon or rope around the origin area and/or potential evidence items | | | | |
| 3. | Post signs and/or a guard outside the ribboned or roped area | | | | |
| 4. | Prevent unauthorized entry | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

Evaluator (Print & Sign) **Date** **Candidate** **Date**

Re-Test Evaluator **Date** **Re-Test Candidate** **Date**



FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.2 SCENE EXAMINATION

Evaluation Sheet: 4.2.2

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.2.2 NFPA 1033, 2003 Edition | | TASK: Conduct an exterior survey, given standard equipment and tools, so that evidence is preserved, fire damage is interpreted, hazards are identified to avoid injuries, accessibility to the property is determined, and all potential means of ingress/egress are discovered. | | | |
|--|--|--|------|--------|------|
| PERFORMANCE OUTCOME: Remaining alert for safety hazards, the candidate will conduct a 360-degree exterior survey of the scene. The candidate will identify entry/exit points, items of potential evidence, and post-fire indicators. The candidate will also indicate on a photo log where exterior photos are taken, if any, using the following task steps. | | | | | |
| CONDITIONS: Given a fire scene, a note pad, and a photo log. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Locate fire scene | | | | |
| 2. | Proceed 360 degrees around the scene | | | | |
| 3. | Enter on the photo log where photos would be taken | | | | |
| 4. | Ribbon potential evidence items | | | | |
| 5. | Ribbon or mark entry/exit points | | | | |
| 6. | Document observations | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
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FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.2 SCENE EXAMINATION

Evaluation Sheet: 4.2.3

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.2.3
NFPA 1033, 2003 Edition

TASK: Conduct an interior survey, given standard equipment and tools, so that areas of potential evidentiary value requiring further examination are identified and preserved, the evidentiary value of contents is determined, and hazards are identified to avoid injuries.

PERFORMANCE OUTCOME: Remaining alert for safety hazards, the candidate will conduct a 360-degree interior survey of the scene. The candidate will identify entry/exit points, items of potential evidence, and post-fire indicators. The candidate will also indicate on a photo log where interior photos are taken, if any, using the following task steps.

CONDITIONS: Given a fire scene, a note pad, and a photo log.

| No. | TASK STEPS | FIRST TEST | | RETEST | |
|----------------------------|--|--------------------------|------|--------|------|
| | | Pass | Fail | Pass | Fail |
| 1. | Locate fire scene | | | | |
| 2. | Proceed 360 degrees around the scene | | | | |
| 3. | Enter on the photo log where photos would be taken | | | | |
| 4. | Ribbon potential evidence items | | | | |
| 5. | Ribbon or mark entry/exit points | | | | |
| 6. | Document observations | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
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FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.2 SCENE EXAMINATION

Evaluation Sheet: 4.2.4

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.2.4 NFPA 1033, 2003 Edition | | TASK: Interpret burn patterns, given standard equipment and tools and some structural/content remains, so that each individual pattern is evaluated with respect to the burning characteristics of the material involved. | | | |
|--|---|--|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will observe a fire scene and document burn patterns and characteristics of two different materials. | | | | | |
| CONDITIONS: Given a fire scene, necessary portable lighting, measuring device, a note pad, and a briefing of fire suppression activity. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Locate fire scene | | | | |
| 2. | Locate equipment needed | | | | |
| 3. | Obtain fire suppression briefing | | | | |
| 4. | Observe and document burn patterns | | | | |
| 5. | Observe and document burn characteristics of two burned materials | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
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FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.2 SCENE EXAMINATION

Evaluation Sheet: 4.2.5

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.2.5 NFPA 1033, 2003 Edition | | TASK: Correlate burn patterns, given standard equipment and tools and some structural or content remains, so that fire development is determined, methods and effects of suppression are evaluated, false origin area patterns are recognized, and all areas of origin are correctly identified. | | | |
|---|--|---|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will observe a fire scene and indicate on a rough sketch the area of origin and fire development. | | | | | |
| CONDITIONS: Given a fire scene, necessary portable lighting, and a sketch pad. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Locate and observe the fire scene | | | | |
| 2. | Using burn patterns and fire development indicators, sketch the fire scene | | | | |
| 3. | Indicate area(s) of origin on the sketch | | | | |
| 4. | Indicate fire development patterns on the sketch | | | | |
| 5. | Observe and document effects of suppression activities | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
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FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.2 SCENE EXAMINATION

Evaluation Sheet: 4.2.6

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.2.6 NFPA 1033, 2003 Edition | | TASK: Examine and remove fire debris, given standard equipment and tools, so that all debris is checked for fire cause evidence, the ignition source(s) is identified, and evidence is preserved without investigator-inflicted damage or contamination. | | | |
|---|---|---|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will, in protective clothing, dig out an origin area that will contain an ignition source and item(s) of evidence. | | | | | |
| CONDITIONS: Given a fire scene, tools, and evidence collection containers that candidate will demonstrate and be able to complete the tasks as listed below. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Locate fire scene | | | | |
| 2. | Locate area of origin | | | | |
| 3. | Locate, identify, and protect items of evidence | | | | |
| 4. | Remove fire debris and locate ignition source | | | | |
| 5. | Evidence preserved without investigator-inflicted damage or contamination | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

Evaluator (Print & Sign) **Date** **Candidate** **Date**

Re-Test Evaluator **Date** **Re-Test Candidate** **Date**



FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.2 SCENE EXAMINATION

Evaluation Sheet: 4.2.7

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.2.7 NFPA 1033, 2003 Edition | | TASK: Reconstruct the area of origin, given standard and, if needed, special equipment and tools, as well as sufficient personnel, so that all protected areas and burn patterns are identified and correlated to contents or structural remains, items potentially critical to cause determination and photo documentation are returned to their pre-fire location, and the point(s) of origin is discovered. | | | |
|--|--|---|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will identify protected areas, locate and replace items moved during fire suppression activities to their pre-fire location, and indicate on a photo log what photos should be taken to document reconstruction. | | | | | |
| CONDITIONS: Given a fire scene, tools, burned items, a fire suppression briefing, an assistant, photo logs, and wearing protective clothing. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Locate the fire scene | | | | |
| 2. | Obtain fire suppression briefing | | | | |
| 3. | Locate tools and/or equipment | | | | |
| 4. | Brief assistant | | | | |
| 5. | Locate protected areas | | | | |
| 6. | Locate removed burned items | | | | |
| 7. | Replace burned items | | | | |
| 8. | Document reconstruction on the photo log | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments:

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| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
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FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.2 SCENE EXAMINATION

Evaluation Sheet: 4.2.8

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.2.8 NFPA 1033, 2003 Edition | | TASK: Inspect the performance of building systems, including detection, suppression, HVAC, utilities, and building compartmentation, given standard and special equipment and tools, so that a determination can be made as to the need for expert resources, an operating systems impact on fire growth and spread is considered in identifying origin areas, defeated and/or failed systems are identified, and the system's potential as a fire cause is recognized. | | | |
|--|--|--|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will perform a post-fire inspection of a scene and indicate on a floor plan the location and condition of each of the following: detection system, HVAC, utilities, and suppression system. The candidate will identify which expert resources, if any, would be needed to confirm that any of the systems were found defective or defeated. | | | | | |
| CONDITIONS: Given a fire scene, adequate portable lighting, tools, note pad, and a general suppression briefing. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Locate the fire scene; identify and inspect exterior utilities | | | | |
| 2. | Locate and inspect detection systems | | | | |
| 3. | Locate and inspect HVAC systems | | | | |
| 4. | Locate and inspect suppression systems | | | | |
| 5. | Report which, if any, expert resources would be needed | | | | |
| 6. | Report which, if any, and how systems inspected were defective and/or defeated | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
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FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.2 SCENE EXAMINATION

Evaluation Sheet: 4.2.9

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.2.9 NFPA 1033, 2003 Edition | | TASK: Discriminate the effects of explosions from other types of damage, so that an explosion is identified and its evidence is preserved. | | | |
|---|---|---|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will identify explosive effects on glass, walls, foundations, and other building materials, distinguish between low and high order explosion effects, and analyze damage to document the blast zone and origin. | | | | | |
| CONDITIONS: Given standard equipment and tools and a mock scenario of an explosion. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Identify the type of explosion | | | | |
| 2. | Identify the possible cause of the explosion | | | | |
| 3. | Identify any explosive effects on glass, walls, foundations, and other building materials | | | | |
| 4. | Distinguish between low and high order explosion effects | | | | |
| 5. | Analyze damage to document the blast zone and origin | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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|-----------------------------------|---------------|----------------------------|---------------|
| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
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FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.3 DOCUMENTING THE SCENE

Evaluation Sheet: 4.3.1

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.3.1 NFPA 1033, 2003 Edition | | TASK: Diagram the scene, given standard tools and equipment, so that the scene is accurately represented and evidence, pertinent contents, significant patterns, and origin areas/points are identified. | | | |
|---|---|---|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will diagram (rough sketch) the fire scene. The diagram shall include at least one item of evidence, one item of pertinent contents, one significant burn pattern, and one area or point of origin. | | | | | |
| CONDITIONS: Given a safe and secure fire scene, a note pad, measuring devices, and an assistant, if requested. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Locate and size up the fire scene | | | | |
| 2. | Diagram the fire scene to include each of the following: | | | | |
| | a) Relative locations, dimensions, rooms, stairs, doors, and windows | | | | |
| | b) At least one item of evidence with location dimensions indicated | | | | |
| | c) At least one item of pertinent contents with location and dimensions indicated | | | | |
| | d) At least one burn pattern with location identified | | | | |
| | e) At least one area or point of origin with size indicated | | | | |
| | f) The candidate's name, date, and scene number or location | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
| _____ Re-Test Evaluator | _____ Date | _____ Re-Test Candidate | _____ Date |



FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.3 DOCUMENTING THE SCENE

Evaluation Sheet: 4.3.2

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.3.2 NFPA 1033, 2003 Edition | | TASK: Photographically document the scene, given standard tools and equipment, so that the scene is accurately depicted and the photographs appropriately support scene findings. | | | |
|--|---|--|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will photograph an interior scene and provide a photo log and photo rough sketch of the photos taken. (Use 35mm camera or a high-resolution digital camera. The use of video camera systems to supplement visual documentation can be utilized and is encouraged.) | | | | | |
| CONDITIONS: Given a fire scene, a 35mm camera and flash, film, note pad, and measuring devices. (Note: outside photos already taken.) | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Locate and size up the scene | | | | |
| 2. | Photograph from the outside of the room to the inside | | | | |
| 3. | Photograph items of evidence without size references | | | | |
| 4. | Photograph items of evidence with size reference | | | | |
| 5. | Document photos taken on a photo rough sketch and photo log | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.3 DOCUMENTING THE SCENE

Evaluation Sheet: 4.3.3

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.3.3 NFPA 1033, 2003 Edition | | TASK: Construct investigative notes—given a fire scene, available document (e.g., pre-fire plans, inspection reports, etc.), and interview information—so that the notes are accurate, provide further documentation of the scene, and represent complete documentation of the scene findings. | | | |
|--|--|---|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will review investigation documents, determine, if any, conflicting information, and identify other information that may be needed to document scene findings. | | | | | |
| CONDITIONS: Given an investigation file including interviews, photos, suppression report, and any available pre-fire information. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Review file documents for completeness and accuracy of findings | | | | |
| 2. | Identify conflicting information | | | | |
| 3. | Determine and/or recommend needed follow-up information to corroborate or dispute investigative findings | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.4 EVIDENCE COLLECTION/PRESERVATION

Evaluation Sheet: 4.4.1 & 4.4.2

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.4.1 & 4.4.2 NFPA 1033, 2003 Edition | | TASK: Locate, collect, and package evidence, given standard tools and equipment and evidence collection materials, so that evidence is identified, preserved, collected, and packaged to avoid contamination and investigator-inflicted damage, and the chain of custody is established. Utilize proper procedures for managing any victims/fatalities on scene. | | | |
|--|---|---|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will collect and package two different types of identified evidence, maintaining chain of custody and avoiding contamination. The candidate will ensure evidence related to victims is discovered and preserved following proper protocol. | | | | | |
| CONDITIONS: Given several types of evidence, needed evidence collection supplies, and WSP form. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Identify two different types of evidence | | | | |
| 2. | Select and collect one of each of the two types of evidence | | | | |
| 3. | Package selected/collected items | | | | |
| 4. | Document the process in field notes | | | | |
| 5. | Identify what type of evidence testing would be requested (if any) | | | | |
| 6. | Evidence related to victims is discovered and preserved following proper protocol | | | | |
| 7. | Document and report fire-related fatalities with WSP form. | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
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FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.4 EVIDENCE COLLECTION/PRESERVATION

Evaluation Sheet: 4.4.3

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.4.3 NFPA 1033, 2003 Edition | | TASK: Select evidence for analysis, given information from the investigation, so that items for analysis support specific investigative needs. | | | |
|--|---|---|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will review an investigation report, select one item of evidence, and fill out a standard crime lab analysis request form indicating specific test(s) requested. | | | | | |
| CONDITIONS: Given an investigation report, several different types of evidence, and a standard crime lab analysis request form. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Review the investigation report | | | | |
| 2. | Select one appropriate item of evidence | | | | |
| 3. | Fill out the crime lab analysis request form completely | | | | |
| 4. | Indicate the specific analysis requested | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.4 EVIDENCE COLLECTION/PRESERVATION

Evaluation Sheet: 4.4.4

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.4.4 NFPA 1033, 2003 Edition | | TASK: Maintain a chain of custody, given standard investigative tools, marking tools, and evidence tags/logs, so that written documentation exists for each piece of evidence and evidence is secured. | | | |
|--|--|---|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will mark, package, and log six items of evidence. | | | | | |
| CONDITIONS: Given equipment, forms, tags, and six items of evidence. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Obtain an incident briefing and take notes | | | | |
| 2. | Locate and select evidence items | | | | |
| 3. | Mark and/or tag and package six pieces of evidence | | | | |
| 4. | Maintain chain of custody by correctly utilizing logs and/or forms during the transfer of evidence | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.4 EVIDENCE COLLECTION/PRESERVATION

Evaluation Sheet: 4.4.5

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.4.5 NFPA 1033, 2003 Edition | | TASK: Dispose of evidence, given jurisdictional/agency regulations and file information, so that the disposal is timely, safely conducted, and in compliance with jurisdictional/agency requirements. | | | |
|---|--|--|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will dispose of evidence in a timely and safe manner and document the disposal of evidence. | | | | | |
| CONDITIONS: Given incident information, model evidence policy, evidence, and evidence disposal forms, the candidate will complete the listed task. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Review provided information | | | | |
| 2. | Identify evidence subject to disposal | | | | |
| 3. | Dispose of evidence according to the model evidence policy | | | | |
| 4. | Document the disposal using the provided forms | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
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FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.5 INTERVIEW/INTERROGATION

Evaluation Sheet: 4.5.1

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.5.1 NFPA 1033, 2003 Edition | | TASK: Develop an interview plan, given no special tools or equipment, so that the plan reflects a strategy to further determine the fire cause and affix responsibility and includes a relevant questioning strategy for each individual to be interviewed that promotes the efficient use of the investigator's time. | | | |
|--|--|---|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will develop two interview plans that assist in fire cause and suspect determination. | | | | | |
| CONDITIONS: Given incident information, witness statements, and a note pad, the candidate will be able to complete the listed task. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Review provided information | | | | |
| 2. | Request additional information, if needed | | | | |
| 3. | Develop an interview plan strategy for two different persons of interest | | | | |
| 4. | Document the two interview strategies by listing relevant questions | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
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FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.5 INTERVIEW/INTERROGATION

Evaluation Sheet: 4.5.2

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.5.2 NFPA 1033, 2003 Edition | | TASK: Conduct interviews or interrogations, given incident information, so that pertinent information is obtained, follow-up questions are asked, responses to all questions are elicited, and the response to each question is documented accurately. | | | |
|---|---|---|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will conduct a witness interview. During the interview, the witness will become suspect. The candidate will change questioning techniques and conduct an interrogation. | | | | | |
| CONDITIONS: Given an interview room setting, incident information, witness statement, forms, and a note pad. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Obtain incident briefing and take notes | | | | |
| 2. | Identify the witness | | | | |
| 3. | Conduct the interview | | | | |
| 4. | Document the interview | | | | |
| 5. | Identify the suspect | | | | |
| 6. | Inform the suspect of rights, if needed | | | | |
| 7. | Document rights and waiver | | | | |
| 8. | Conduct interrogation | | | | |
| 9. | Document interrogation | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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|-----------------------------------|---------------|----------------------------|---------------|
| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
| _____ Re-Test Evaluator | _____ Date | _____ Re-Test Candidate | _____ Date |



FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.5 INTERVIEW/INTERROGATION

Evaluation Sheet: 4.5.3

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.5.3 NFPA 1033, 2003 Edition | | TASK: Evaluate interview information, given interview transcripts or notes and incident data, so that all interview data is individually analyzed and correlated with all other interviews, corroborative and conflicting information are documented, and new leads are developed. | | | |
|--|--|---|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will evaluate, analyze, and correlate interview information to determine if the information is corroborative or conflictive in nature and develop new investigative leads. | | | | | |
| CONDITIONS: Given incident information, interview transcripts, and note paper, the candidate will be able to complete the listed task. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Review provided information | | | | |
| 2. | Correlate information into corroborative or conflicting groups | | | | |
| 3. | Document new investigative leads | | | | |
| 4. | List follow-up names and contact numbers | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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|-----------------------------------|---------------|----------------------------|---------------|
| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
| _____ Re-Test Evaluator | _____ Date | _____ Re-Test Candidate | _____ Date |



FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.6 POST-INCIDENT INVESTIGATION

Evaluation Sheet: 4.6.1

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.6.1 NFPA 1033, 2003 Edition | | TASK: Gather reports and records, given no special tools, equipment, or materials, so that all gathered documents are appropriate to the investigation, complete and authentic, the chain of custody is maintained, and the material is admissible in a legal proceeding. | | | |
|--|--|--|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will gather reports/records, given no special tools or equipment, so that all gathered documents are appropriate to the investigation, complete and authentic, and the chain of custody is maintained. | | | | | |
| CONDITIONS: Given several different sources of reports and records, the candidate will complete the listed task. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Review provided materials | | | | |
| 2. | Request and document request for needed materials | | | | |
| 3. | Select documentation acceptable to the courts | | | | |
| 4. | Document steps to maintain chain of custody of requested documents | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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|-----------------------------------|---------------|----------------------------|---------------|
| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
| _____ Re-Test Evaluator | _____ Date | _____ Re-Test Candidate | _____ Date |



FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.6 POST-INCIDENT INVESTIGATION

Evaluation Sheet: 4.6.2

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.6.2 NFPA 1033, 2003 Edition | | TASK: Evaluate the investigative file, so that areas for further investigation are identified, the relationship between gathered documents and information is interpreted, and corroborative evidence and information discrepancies are discovered. | | | |
|---|---|--|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will evaluate the investigative file. | | | | | |
| CONDITIONS: Given all available fire information. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Evaluate the investigative file and identify areas for further investigation | | | | |
| 2. | Correctly interpret the relationship between the gathered documents and available information | | | | |
| 3. | Determine appropriate corroborative evidence | | | | |
| 4. | Appropriately document any discrepancies found in the investigative file | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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|-----------------------------------|---------------|----------------------------|---------------|
| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
| _____ Re-Test Evaluator | _____ Date | _____ Re-Test Candidate | _____ Date |



FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.6 POST-INCIDENT INVESTIGATION

Evaluation Sheet: 4.6.3

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.6.3 NFPA 1033, 2003 Edition | | TASK: Coordinate expert resources, given the investigative file, reports, and documents, so that the expert's competencies are matched to the specific investigation needs, financial expenditures are justified, and utilization clearly furthers the investigation toward the goals of causation determination or affixing responsibility. | | | |
|--|---|---|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will coordinate expert resources by evaluating investigative files, reports, and documents, expert witness backgrounds and competencies, and fee schedules in order to match expert competencies with specific investigation needs | | | | | |
| CONDITIONS: Given investigative files, expert witness backgrounds, competencies, and fee schedules, the candidate will complete the listed task. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Review provided materials | | | | |
| 2. | Document need for specific experts | | | | |
| 3. | Justify costs for each expert witness selected | | | | |
| 4. | Document how the selected expert witnesses will assist in the determination of causation or affixing responsibility | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
| _____ Re-Test Evaluator | _____ Date | _____ Re-Test Candidate | _____ Date |



FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.6 POST-INCIDENT INVESTIGATION

Evaluation Sheet: 4.6.4

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.6.4 NFPA 1033, 2003 Edition | | TASK: Establish evidence as to motive and/or opportunity, given an incendiary fire, so that the evidence is the result of a prudent and complete investigation and supported by documentation and the evidence meets the evidentiary requirements of the jurisdiction. | | | |
|---|---|---|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will establish motive and/or opportunity of an incendiary fire through the use of prudent and complete investigation files, determining if the evidence meets legal requirements. | | | | | |
| CONDITIONS: Given a complete incendiary fire investigation file and evidence log, the candidate will determine motive and/or opportunity and determine the legal value of provided evidence. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Review provided materials | | | | |
| 2. | Determine and document the motive and/or opportunity of the incendiary fire | | | | |
| 3. | List supporting documents that establish motive finding | | | | |
| 4. | Document evidence used to determine motive | | | | |
| 5. | Document legal value of evidence provided | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
| _____ Re-Test Evaluator | _____ Date | _____ Re-Test Candidate | _____ Date |



FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.6 POST-INCIDENT INVESTIGATION

Evaluation Sheet: 4.6.5

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.6.5 NFPA 1033, 2003 Edition | | TASK: Formulate an opinion of the person(s) and/or product(s) responsible for the fire, given all investigative findings, so that the opinion regarding responsibility for a fire is supported by the records, reports, documents, and evidence. | | | |
|---|--|---|--------------------------|--------|------|
| PERFORMANCE OUTCOME: The candidate will formulate an opinion of the person and/or product responsibility for the fire. | | | | | |
| CONDITIONS: Given a complete fire investigation file, including records, documents, and evidence, the candidate will complete the listed task. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Review provided materials | | | | |
| 2. | Formulate and document an opinion as to the person and/or product responsibility | | | | |
| RETEST APPROVED BY: | | | RETEST EVALUATOR: | | |

Evaluator/Candidate Comments: _____

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|-----------------------------------|---------------|----------------------------|---------------|
| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
| _____ Re-Test Evaluator | _____ Date | _____ Re-Test Candidate | _____ Date |



FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.7 PRESENTATION

Evaluation Sheet: 4.7.1

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.7.1 NFPA 1033, 2003 Edition | | TASK: Prepare a written investigation report, given investigative findings, documentation, and a specific audience, so that the report accurately reflects the investigative findings, is concise, expresses the investigator's opinion, and is appropriate for the intended audience(s). | | | |
|--|--|--|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will hand-write an initial investigation report, including an opinion as to the cause of the fire. | | | | | |
| CONDITIONS: Given investigation findings, documentation, an identified audience, forms, note pad, and authorization from the prosecutor to include the candidate's opinion in the report. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Review provided investigation information and incident reports | | | | |
| 2. | Ask the assistant investigator follow-up questions, if necessary | | | | |
| 3. | Write initial investigation report using provided materials | | | | |
| 4. | Include opinion of fire cause, properly marked as opinion | | | | |
| 5. | Review the report for grammar and accuracy | | | | |
| 6. | Submit the report to the intended audience | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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|-----------------------------------|---------------|----------------------------|---------------|
| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
| _____ Re-Test Evaluator | _____ Date | _____ Re-Test Candidate | _____ Date |



FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.7 PRESENTATION

Evaluation Sheet: 4.7.2

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.7.2 NFPA 1033, 2003 Edition | | TASK: Express investigative findings verbally, given investigative findings, notes, a time allotment, and a specific audience, so that the information is accurate, the presentation is completed within the allotted time, and the presentation includes only need-to-know information for the intended audience. | | | |
|--|---|---|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will review and verbally present an investigation report without error and within a 30-minute time frame to a selected audience. | | | | | |
| CONDITIONS: Given investigation report findings, notes, an identified audience (i.e., prosecutor), and a 30-minute time frame. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Obtain and review the investigation report and other provided information | | | | |
| 2. | Identify the audience member(s) | | | | |
| 3. | Verbally present the report information and/or findings | | | | |
| 4. | Answer follow-up questions from the audience without error | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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|-----------------------------------|---------------|----------------------------|---------------|
| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
| _____ Re-Test Evaluator | _____ Date | _____ Re-Test Candidate | _____ Date |



FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.7 PRESENTATION

Evaluation Sheet: 4.7.3

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.7.3 NFPA 1033, 2003 Edition | | TASK: Testify during legal proceedings, given investigative findings, contents of reports, and consultation with legal counsel, so that all pertinent investigative information is presented clearly and accurately and the investigator's demeanor is appropriate to the proceeding. | | | |
|---|--|--|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will testify and be cross-examined in a mock courtroom. | | | | | |
| CONDITIONS: Given investigative findings, 30 minutes to review information, and consultation with prosecution legal counsel. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Review provided information within 30 minutes | | | | |
| 2. | Ask questions of the prosecutor before testifying | | | | |
| 3. | Answer questions from the prosecutor before testifying | | | | |
| 4. | Testify in court to prosecutor's questions without error | | | | |
| 5. | Testify in court to cross-examination by defense counsel without error | | | | |
| 6. | Demonstrate appropriate court room demeanor: | | | | |
| | a) Posture | | | | |
| | b) Mannerisms | | | | |
| | c) Composure | | | | |
| 7. | d) Confidence | | | | |
| | Demonstrate appropriate communication skills: | | | | |
| | a) Respond to questions appropriately | | | | |
| | b) Maintain objectivity | | | | |
| | c) Use appropriate professional language | | | | |
| d) Avoid using jargon/idiomatic expressions and profanity | | | | | |
| e) Accurately convey facts | | | | | |
| f) Testimony is consistent with documented facts | | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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|-----------------------------------|---------------|----------------------------|---------------|
| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
| _____ Re-Test Evaluator | _____ Date | _____ Re-Test Candidate | _____ Date |



FIRE PROTECTION BUREAU

FIRE INVESTIGATOR

4.7 PRESENTATION

Evaluation Sheet: 4.7.4

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

| STANDARD: 4.7.4 NFPA 1033, 2003 Edition | | TASK: Conduct public informational presentations, given relative data, so that information is accurate, appropriate to the audience, and clearly supports the informational needs of the audience. | | | |
|---|---|---|------|--------|------|
| PERFORMANCE OUTCOME: The candidate will conduct a public informational presentation within 5 minutes. | | | | | |
| CONDITIONS: Given an investigation report, a briefing from the Incident Commander, information on the type of audience, and a 5-minute time frame. | | | | | |
| No. | TASK STEPS | FIRST TEST | | RETEST | |
| | | Pass | Fail | Pass | Fail |
| 1. | Review the investigation report | | | | |
| 2. | Obtain a briefing from the Incident Commander | | | | |
| 3. | Conduct a 5-minute presentation | | | | |
| 4. | Answer questions from the audience | | | | |
| 5. | Advise the Incident Commander of the presentation and questions | | | | |
| RETEST APPROVED BY: | | RETEST EVALUATOR: | | | |

Evaluator/Candidate Comments: _____

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|-----------------------------------|---------------|----------------------------|---------------|
| _____ Evaluator (Print & Sign) | _____ Date | _____ Candidate | _____ Date |
| _____ Re-Test Evaluator | _____ Date | _____ Re-Test Candidate | _____ Date |